



**UNITED STATES MARINE CORPS**

MARINE CORPS AIR STATION  
BOX 99100  
YUMA, ARIZONA 85369-9100

StaO P10110.6L Ch 2

3EA

7 FEB 1987

STATION ORDER P10110.6L Ch 2

From: Commanding Officer  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR THE FOOD SERVICE DIVISION  
(SHORT TITLE: SOP FOR FOOD SERVICE)

Encl: (1) Appendix B

1. Purpose. To direct pen changes and a new page insert to the basic Order.

2. Action

a. On page iii, under appendix A, add: "B SAMPLE LETTER TO REQUEST BAG MEALS."

b. Insert the enclosed appendix B after appendix A in the original Order.

c. On page 1-2 of Chapter 1, add "PROCEDURES FOR REQUESTING FOOD SERVICE SUPPORT FOR COMMAND FUNCTIONS. . . . 1026 1-11"

d. On page 1-11 of Chapter 1, insert the following new paragraphs: "1026. PROCEDURES FOR REQUESTING FOOD SERVICE SUPPORT FOR COMMAND FUNCTIONS. The following are the procedures and timelines to follow when requesting the mess hall's support for command training, operations and deployments. Following these guidelines will aid the mess hall in its mission to provide the best food service support to tenant commands and individuals visiting the Air Station. Deviating from these procedures will greatly diminish the quality and amount of support that the mess hall can provide.

1. All requisition paperwork must be submitted to the Commanding Officer, MCAS Yuma (Attn: Station S-4). An endorsement from the parent command's S-4 is required on all requests.

**07 APR 1998**

2. Personnel receiving Commuted Rations (ComRats) must be identified on a personnel roster of individuals that the food is in support of and the roster must accompany the requisition. Arrangements for those individuals on ComRats to pay for their meals must be made in advance. Payment will be made by either payroll check-age (explained in requestion letter) or by direct monetary payment to the mess hall cashier (24 hours prior to receiving subsistence). All other individuals attending will have their MEAL CARD numbers included on the attached personnel roster.

3. When requesting food service support for Squadron Field Meets or Vac Can Chow (food prepared at the mess hall and place in Vacuum Containers for use outside the mess hall) the mess hall needs seven (7) working days notice prior to the event in order to adjust the ordering cycle. Bag Lunches can be prepared by the mess hall with a five (5) working days notice. Bag Lunch requests are submitted directly to the Food Service Office by the parent command's S-4."

3. Filing Instructions. File this change transmittal immediately following the signature page of the basic Order.



C. J. TURNER

DISTRIBUTION: B

SOP FOR FOOD SERVICE

APPENDIX B

SAMPLE LETTER TO REQUEST BAG MEALS

UNIT HEADING

10110

Date

From:

To: Mess Hall Manager

Subj: REQUEST FOR BAG MEALS ON \_\_\_\_\_  
(date)

Ref: (a) StaO P10110.6L

1. It is requested that \_\_\_\_\_ meals be provided for the below listed personnel. These meals, for breakfast \_\_\_\_\_ lunch \_\_\_\_\_ dinner \_\_\_\_\_ breakfast brunch \_\_\_\_\_ dinner brunch \_\_\_\_\_ will be in lieu of the meal being served in the Mess Hall.

<u>NAME</u>	<u>SSN</u>	<u>NAME</u>	<u>SSN</u>
1.		11.	
2.		12.	
3.		13.	
4.		14.	
5.		15.	
6.		16.	
7.		17.	
8.		18.	
9.		19.	
10.		20.	

2. I certify that the above listed personnel are authorized to subsist at government expense and are not drawing commuted rations.

\_\_\_\_\_  
(OIC/SNCOIC)

-----  
Date

FIRST ENDORSEMENT \_\_\_\_\_  
(Mess Hall Manager)